



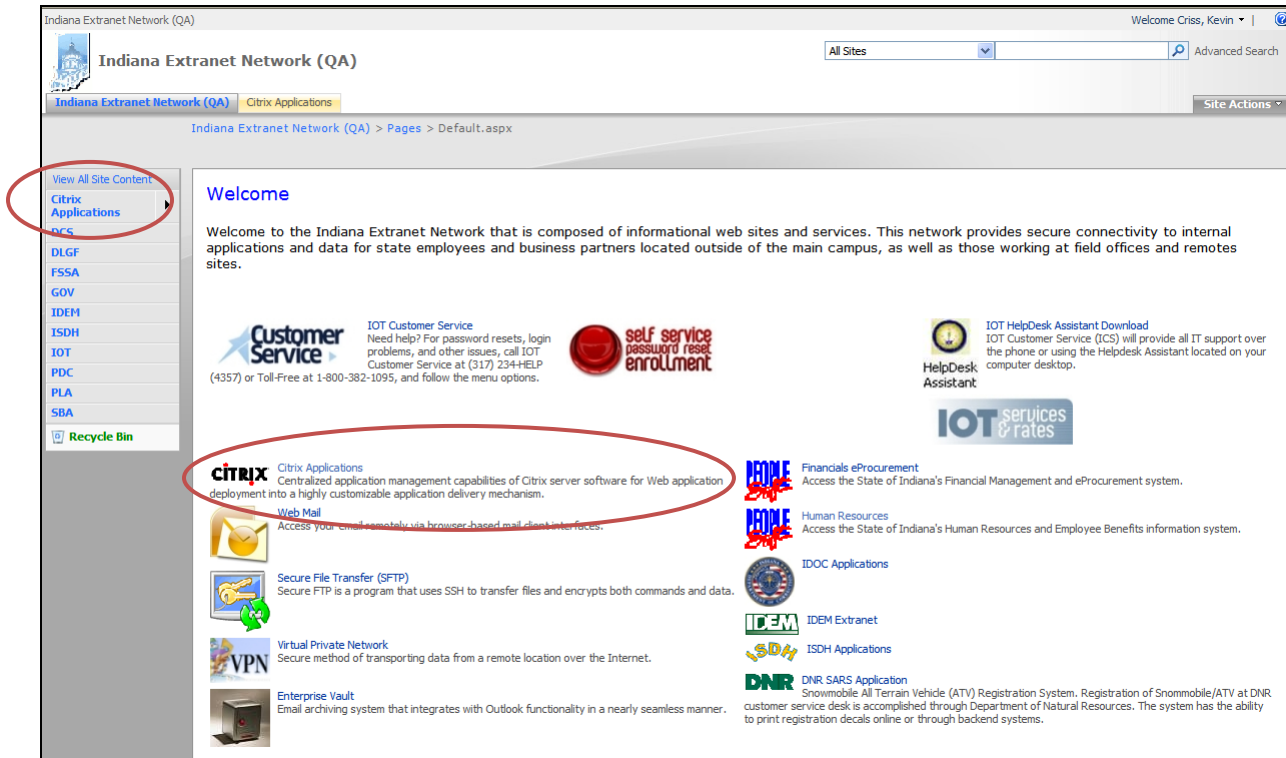
MyShare User Guide

Accessing Citrix Applications

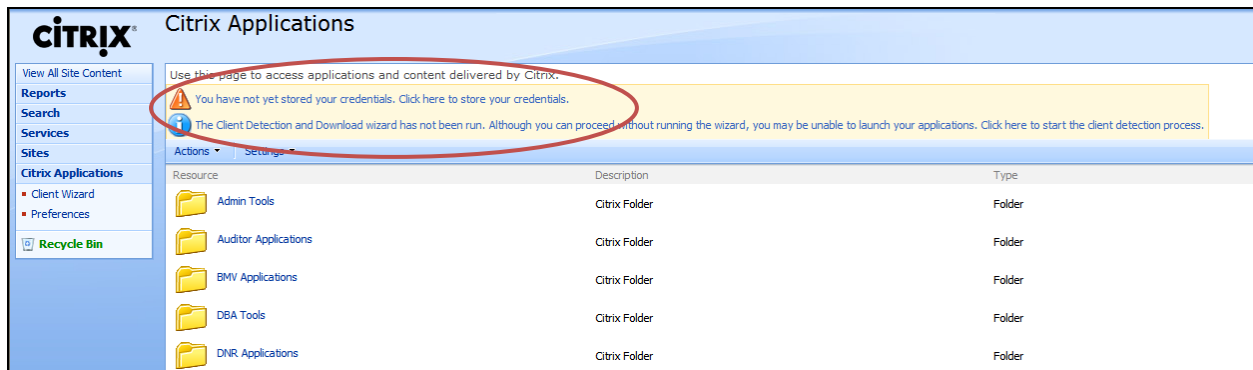
<http://myshare.IN.gov>

Formerly <http://extranet.IN.gov>

Below is the main page on MyShare.IN.gov. To access your Citrix applications, click on one of the “Citrix Application” links.



The screen displayed below will appear. The first time you view this screen, an orange triangle will appear, noting that you have not yet entered your credentials. Click on the orange triangle. ****Please keep in mind that the folders in your view depend on the credentials you have for your agency.**



The following login screen will appear:

MyShare DCS DLGF FSSA GOV IDEM ISDH IOT PDC PLA SBA Reports Search Services Sites Citrix Applications Site Actions

Provide Citrix Applications Account Information

Use this page to provide the information specified to access the enterprise application.

Logon Information
Type the account information for the enterprise application.

domain\username
Password

☒ Sign in automatically.

OK Cancel

Enter your login information. This is your Windows username and password that you use to login to your computer each day. The one required addition is your domain name before your username.

For example:

Domain\username = isd-shared\testuser

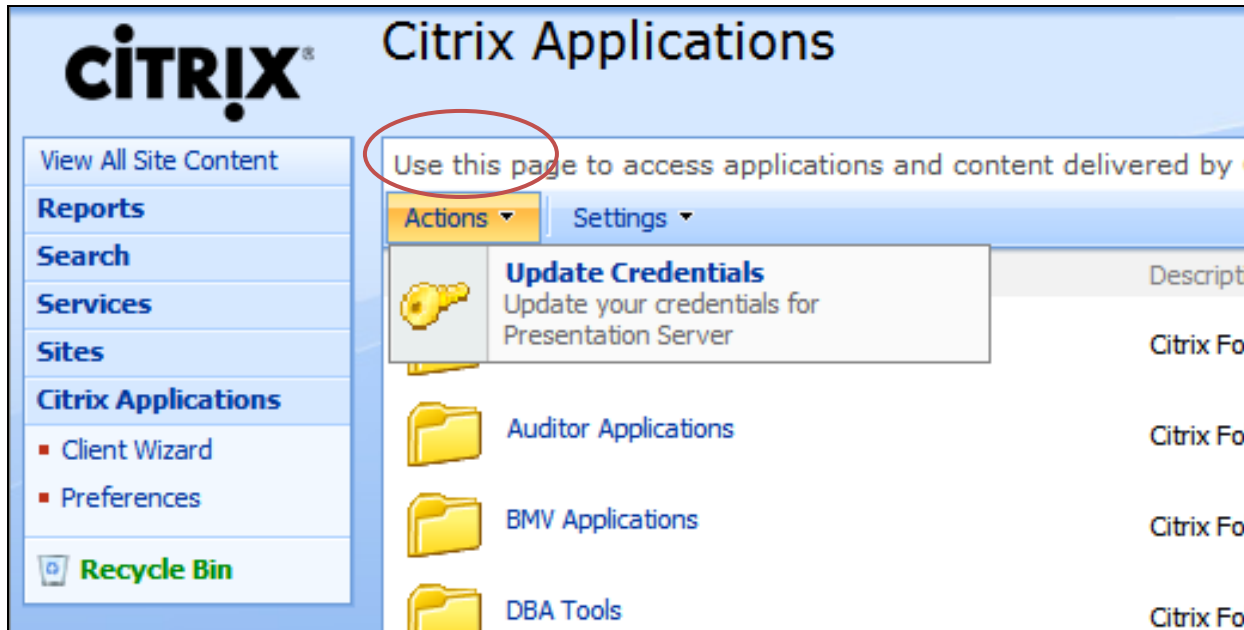
Password = password

***** In order to take advantage of automatic sign-in for future visits, you must keep the checkbox checked. You only need to do this once to activate the single sign-on for Citrix applications. By doing so, it will not ask you for logon again when opening up Citrix applications.***

Go to the next page to read about Password Changes.

Password Changes

If you change your Windows password, you will need to update the Citrix applications account information as well. To do so, click on “Actions” button, then “Update Credentials.”



Click on the link next to the blue circle information sign. If you do not have Citrix client installed on your computer, you can use this page to deploy and the status will display “not detected.” If you already have Citrix client, the status will shown available. In this window, you also have the option to select the default client you prefer to use. Citrix administrators recommended using Native client on the Windows environment.

